



SCAPPOOSE
Oregon

MONDAY, MAY 2, 2022
URBAN RENEWAL AGENCY MEETING 6:00 pm
Council Chambers
33568 East Columbia Avenue
Scappoose, OR 97056

Call to Order

Roll Call

Approval of the Agenda

Public Comment

Approval of Minutes

- **March 7, 2022**

District Improvement Grant Programs

- **New Development**
- **Storefront**

Adjournment

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

MONDAY, MARCH 7, 2022
URBAN RENEWAL AGENCY MEETING 6:00 pm
Council Chambers
33568 East Columbia Avenue
Scappoose, OR 97056

Call to Order

Chair Scott Burge called the Urban Renewal Agency meeting to order at 6:00 p.m.

Roll Call

Chair Scott Burge; Agency Member Megan Greisen; Agency Member Josh Poling; Agency Member Brandon Lesowske; Agency Member Pete McHugh; Agency Member Tyler Miller; City Manager Rains; Interim Police Chief Davis; City Recorder Reeves; and Legal Counsel Watts.

Remote: Consultant Scott Vanden Bos; Assistant to City Manager Butman; Port of Columbia County Commissioner President Nancy Ward; Christine Turner; Josh Koch; Paul Vogel; Marisa Jacobs (joined at 6:21pm) and Kim Holmes Kantrowitz (joined at 6:51pm).

Approval of the Agenda

Josh Poling moved, and Brandon Lesowske seconded the motion to approve the agenda. Motion passed 6-0. Scott Burge, aye; Megan Greisen, aye; Josh Poling aye; Brandon Lesowske, aye; Pete McHugh, aye; and Tyler Miller, aye.

Public Comment ~ There were no public comments.

Approval of Minutes

- **December 13, 2021**

Megan Greisen moved, and Tyler Miller seconded the motion to approve the minutes from the December 13, 2021 Urban Renewal Agency meeting. Motion passed 6-0. Scott Burge, aye; Megan Greisen, aye; Josh Poling aye; Brandon Lesowske, aye; Pete McHugh, aye; and Tyler Miller, aye.

District Improvement Grant Programs

Storefront

City Manager Rains explained we are bringing this back for further consideration after having made some adjustments based on feedback at the last meeting we had. She explained Scott is on the line who is part of the consultant team who helped put this together.

Consultant Scott Vanden Bos gave a summary and went over the memo/handout, which covers the grant application process.

As part of the support for that vision statement, the city through the Scappoose Urban Renewal Agency has created a Storefront Grant Program to provide financial assistance to property and business owners. The program is designed to promote the revitalization of the Scappoose Urban Renewal District. Business development activities can include but are not limited to interior or exterior improvements and eligible equipment purchases.

Eligibility: All properties and/or businesses located within the urban renewal district are eligible for the Storefront Improvement Grants. Only one grant per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30], with the ability to apply again in future fiscal years.

Purpose: Improve the economic performance of businesses within the urban renewal area to increase the number of jobs, attract new investment, and inspire community pride. Improve the visual appearance of businesses to encourage overall improvements in the city.

Maximum Grant Amount and Required Match: For each business or property, the maximum possible grant award is \$ _____. All project grants require a \$1 to \$1 match from the property or business owner, equaling at least 50 % of the total project costs.

Grant Application Cycle: The Scappoose Urban Renewal Agency will accept and consider applications in the order they are received, on a year-round basis, until total grant funds are expended for the fiscal year

The types of eligible projects include:

1. Repair, restoration, or installation of exterior masonry and siding materials.
2. Repair, replacement, or installation of awnings, windows, trim, doors, gutters, downspouts, stone and brick, or other architectural details.
3. Repair, replacement, or installation of exterior lighting.
4. Repair or construction of entryways.
5. Cleaning, preparation, and painting exterior walls, trim, or metal roofing in conformance with the approved color palette.
6. Removal of barriers to access for people with disabilities.
7. Removal, replacement, or repair of exterior wall, freestanding, or projecting signs.
8. Internal remodel to improve functionality of business,
9. Equipment needed to allow for improved performance or new opportunities.
10. Other improvements as approved.

Grant Application Process:

1. Submit a letter (or email) of interest to City of Scappoose Urban Renewal Agency describing your proposed storefront improvement project.
2. Meet with City/Agency for consultation to discuss and review the proposed project. A preliminary design sketch may be generated to assist applicant with approaching a design professional/architect.
3. Design assistance up to \$2,500 may be available upon receipt of design product and completed application. City/Agency reviews project description and design proposal and determines if a grant for design assistance is appropriate.
4. If applicable, Applicant contracts with an architect and/or design professional for design assistance and a project cost estimate.
5. Applicant submits Storefront Improvement Grant application packet to City/Agency staff for review and coordination. Please use these items as a checklist of required information:
 - ✓ A completed Scappoose Storefront Improvement Program Grant Application.
 - ✓ A business license if you are a business owner
 - ✓ Evidence of ownership of property or written authorization from property owner.
 - ✓ Project budget estimate.
 - ✓ A detailed written description of the proposed improvement project.
 - ✓ A statement on source of project funding that includes the required match, plus a 10% contingency. This could include a letter from bank or lender, account balance statement, or other as approved.
 - ✓ A depiction of the proposed improvements, i.e. a photo with marked revisions, or hand drawing.
 - ✓ A materials specifications board or detailed description of materials and colors.
 - ✓ A construction schedule.
 - ✓ Other required information as requested.
6. When a complete application package is received, City/Agency staff will have a minimum of 30 days to:
 - ✓ Review application for completeness.
 - ✓ Schedule and conduct a site visit for the Storefront Improvement Review Committee.
 - ✓ Conduct a Storefront Improvement Grant Committee meeting to consider grant award.
7. Authorization and funding of a grant will be determined by design criteria and subject to the following conditions:
 - ✓ All projects must comply with City of Scappoose Municipal Code, Building and Community Development codes, area plans and all other City, State and Federal regulations.
 - ✓ Land use and building permit approvals (if necessary).
 - ✓ For projects requiring building permits, drawings from a licensed architect.
 - ✓ Copy of City of Scappoose Business License (if applicable).

- ✓ A certificate of insurance showing adequate coverage and naming the City/Agency as additional insured with respect to the work proposed.
- ✓ Applicants signed acceptance of the Letter of Approval and Grant Agreement with City of Scappoose Urban Renewal Agency.
- ✓ Applicant posting grant information sign – City/Agency to provide.
- ✓ Copy of contracts between the

Grant Period:

Projects will have one (1) year from the date of grant approval to be completed. Applicants receiving funding through this program are not eligible to apply the following fiscal year. If a grant is awarded and the building is sold during the grant period, the grant award is not transferrable to the new owner.

General Conditions:

The following general conditions will apply to all projects:

- ✓ All applications are subject to available funding and shall be processed on a first come, first served basis.
- ✓ City/Agency staff may waive any requirement or condition on an application at its discretion.
- ✓ Improvements funded by the grant must be maintained in good order for a period of at least five (5) years.

Applications will be considered and awarded or denied by the Storefront Improvement Review Committee as determined by the City/Agency. The City/Agency reserves the right to withdraw any grant awards at any time or for any reason. Applicants shall be notified in writing.

Disbursement of Funds:

Downtown Scappoose Storefront Improvement Grant funds will only be disbursed to property owners or businesses upon receipt of a contractor invoice(s) and satisfactory progress observed on the completed work. In-kind work performed by the applicant will not be eligible for reimbursement. All work must be consistent with the approved grant application and the City/Agency must approve any changes in work scope or materials in advance of that work being performed.

Criteria for Nonperformance:

If a project is not complete one year after grant award date, the applicant will only be reimbursed for expenses that have occurred up to that date.

****end of memo****

Consultant Scott Vanden Bos talked about the application. He explained it is much easier to get people to apply for your program than if they think they have to hire a designer and have all that done when that is very expensive for some of these businesses. He explained we should probably address the issues for the storefront program and the items they will need to finalize the documents. He explained those items included what is the maximum amount of money; is there a maximum amount for design work; how long do you want to give an eligible project or eligible business time to

do their improvement; and what guidelines on what improvements or what projects will be necessary.

Consultant Scott Vanden Bos asked what match percentage or ratio would the Agency prefer to have? He asked if they would like a one to one; two to one; three to one, and so forth. He gave some examples. He stated of course higher matches will encourage more projects, but there are limited funds. He talked about having some businesses vet the application process. He explained you could have a great program and offer money, but if no one applies that program is essentially useless.

Tyler Miller talked about the City having buildings with multiple businesses in them. He talked about focusing on businesses that will be more noticeable. He is concerned about the potential scattering of different improvements and kind of losing control of the doing and what they really want to do and accomplish.

Pete McHugh talked about if they need to develop a theme before we move forward.

Consultant Scott Vanden Bos explained they mentioned \$25,000 and that \$25,000 would be good for anywhere from two to four improvements a year. He explained you are not going to do an entire block for \$25,000. He stated also the approval of these are the sole discretion of the Agency or Committee. He explained someone could apply and meet all the criteria and the Agency or Committee that reviews the application could say sorry you are not in the area and your business isn't one that we think is incredibly high priority to improve so we are not going to spend our dollars here. He stated that is utterly normal for these programs. He explained a lot of these programs, when you are looking at other cities, are called downtown storefront improvement programs. He explained if you would like to focus to a specific area the easiest type of area to focus on would be some sort of downtown or a specific corridor, or a specific few blocks or retail area. He stated again, it is all dependent on who applies for these programs, and so having a wider net but knowing you can reject an application for any reason, it gets in the end probably more improvements done that the Agency wants because they have final discretion.

Ty Miller explained his concern with that is he feels there would be a lot of time wasted. He wouldn't want to see businesses apply for things and the Agency to reject them after they spent that time.

Consultant Scott Vanden Bos explained the initial application is very brief. He explained the actual time invested in the initial application should be minimal. He went over what the initial application asks.

Brandon Lesowske explained he would like to make a proposal. He explained the idea of this program, when he supported it, was to be able to get dollars into improvements for our community and so he thinks the more we wait on trying to come up with the perfect solution is also time that we are not getting those dollars into these property owners to help generate a community that we envision. He explained his recommendation moving forward with the \$25,000 that has been budgeted for this program, that we do a one-to-one match for projects ranging from at minimum \$1,000 up to \$7,000. He explained they can also build in that they reevaluate this program down the

road. He thinks building in that reevaluation process will only help to ensure that if improvements or efficiencies need to be incorporated and adopted that we give ourselves that opportunity so it's not built-in stone that this is the only way. Also have some flexibility in their decision making moving forward.

Josh Poling explained if someone comes in with a bigger project, he really wants the flexibility in being able to do that.

Pete McHugh talked about focusing on a particular area and meeting with the business owners to let them know we have this program.

Consultant Scott Vanden Bos explained having more applications with less stringent qualifications that you can reject, is much better than having a complicated application and having zero applications. He explained at the Agency's discretion where you see three businesses in one lot and one of them wants to do the improvement, you can waive any qualifications at any time, and you can offer increased match if all three businesses agree. He explained recruitment is what he would say is the answer to wanting this in a specific area.

Chair Burge stated to answer Scott's questions: for him \$25,000, \$2,500 for what you can put in there, at two years with the ability to extend and leave it as open as possible to create flexibility.

Megan Greisen replied she agrees with the two years with the ability to extend.

Consultant Scott Vanden Bos asks is the \$2,500 for the design if you approve the program or is the \$2,500 the maximum match?

Chair Burge replied he wants to maximize the match giving them flexibility just in case there's that one project that makes sense for it with the goal of saying here are the matches we are looking for. He doesn't want to say \$7,000 is the maximum match because what if it is the three businesses project, he wants to be in the position to be able to pay or not pay that and then as a group they can always say they are really going to look at maximizing the number of applications as part of their process. He wants to make it as flexible as possible.

Consultant Scott Vanden Bos explained he would say for the application this is the initial match guidelines, the one to seven that is what we are thinking about but if you have a project that is more substantial we can disregard that and approve for more funding but that is at our discretion and you should still apply but know that if you want to do a \$25,000 project it's got to be something the Agency is jumping for joy with.

Chair Burge replied exactly, that is what he is trying to say, that works perfectly.

Consultant Scott Vanden Bos explained what he is going to incorporate in the documents ~ one to seven with discretion to fund more at the desire of the Agency; perhaps a focus or a recruitment on downtown overlay to get specific businesses involved; and two years with the ability to extend on the

program. He stated the last thing is what should the maximum amount for design assistance if you are going to provide it, which he and Elaine would recommend.

Chair Burge replied the \$2,500 seems fine.

Josh Poling replied for him personally he would like to bump that up to \$25,000 only because he still thinks anytime on an application if it says \$7,000 it is going to still deter people, but maybe not. Personally, he feels having that max one to twenty-five.

Consultant Scott Vanden Bos explained Coos Bay has three different tiers in their application process. It says one is your basic store front, the next is your significant store front, and they say the maximum for this one is \$25,000, and then they list the say sorts of qualifications but it's a way to imply to applications that this is the next level, but we have that in mind. He explained that could be where the qualifications are the same, but you list the desired impact of it differently.

The Agency would be open to that.

Brandon Lesowske asked would it be tier one: \$1,000 to \$7,000; tier two: \$7001 to \$14,000; tier three: \$14,001 to \$25,000 thus potentially a little bit more for a larger improvement. He is thinking like five years from now when it has grown. That is why he would like to have some type of note about reevaluating this program in year five.

Consultant Scott Vanden Bos explained reevaluating is a good idea.

New Development

Consultant Scott Vanden Bos explained he just wanted to quickly go over the three items that you can really assist with: site preparation, design services or new site development/new construction. He explained this if for new developments that need infrastructure run to their site. He explained it is something to provide that gap financing for the project to happen and it really is mostly infrastructure hurdles. He explained the discussion on this is the same: what is the maximum or minimum match. He explained the new developments projects are more unique because you'll probably get two to three of these opportunities over the whole Urban Renewal area. He stated and if you are thinking that way there is going to most likely be an accrued balance in your store front program at the time you get one of these opportunities and you may want it to be more than \$25,000. He stated he thinks this is one where you don't necessarily need a minimum because if someone is doing this it is going to be something that would cost a lot.

City Manager Rains explained since we are out of time Consultant Scott Vanden Bos can make adjustments to the first program and then when it gets brought back the Agency can discuss the New Development program more.

Adjournment

Chair Scott Burge adjourned the Urban Renewal Agency meeting at 6:59 pm.

Chair Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

DRAFT

MEMO

TO: Alexandra Rains, Isaac Butman
FROM: Scott Vanden Bos, Elaine Howard,
RE: Loan programs in Urban Renewal Area
DATE: April 18, 2022

The draft document for the Scappoose New Development Program is attached.

We will want input from the City Council on these issues:

1. What is the max amount they want to stipulate on the colossal program per loan?
2. Is there a max amount for design work?
3. How long do they want to give for the completion of a project for the new development program? One year is not enough. Maybe two years with the ability to extend?
4. Do you want to be more specific about the types of expenditures for the new development projects? We prefer to leave that open to you to provide the most flexibility.

These documents are a compilation of documents from Hillsboro, Sandy and Astoria. Developing eligible activities for the New Development program has been the hardest task to finish as most cities who have done this do not have a specific program, they are using the authority under development activities generally as identified in their urban renewal plan.

We look forward to reviewing these with you next week.



DISTRICT IMPROVEMENT GRANT PROGRAM – NEW DEVELOPMENT

The City of Scappoose has adopted a City Vision Statement that includes:

“We take pride in our locally owned businesses that add quality and character to our town, and we respect our abundant natural resources that have sustained our community for years. We can forge a path to a balanced, local economy by opening doors for entrepreneurs, clean industry, higher education and research. We seek sustainable, living-wage jobs and careers that support families and future generations.”

As part of the support for that vision statement, the city through the Scappoose Urban Renewal Agency (Agency) has created a New Development Grant Program to provide financial assistance to property owners and developers. The program is designed to promote the revitalization of the Scappoose Urban Renewal District.

Eligibility: All properties and/or businesses located within the urban renewal district are eligible for the New Development Grants. Only one grant per tenant and/or property owner per building location will be allowed in any one fiscal year period [July 1 through June 30], with the ability to apply again in future fiscal years.

Purpose: Promote new development in the urban renewal area to eliminate blight, increase the number of jobs, attract new investment and economic activity, and inspire community pride.

Maximum Grant Amount and Required Match: For each business or property, the maximum possible grant award is \$_____. All project grants require a \$1 to \$1 match from the property or business owner, equaling at least 50 % of the total project costs.

Grant Application Cycle: The Scappoose Urban Renewal Agency will accept and consider applications in the order they are received, on a year-round basis, until total grant funds are expended for the fiscal year

Grant Eligible Improvements:

The types of eligible projects include:

1. Site preparation
2. Design services
3. New site development, new construction

Grant Application Process:

1. Submit a letter (or email) of interest to City of Scappoose Urban Renewal Agency describing your proposed project.
2. Meet with City/Agency for consultation to discuss and review the proposed project.
3. Design assistance up to \$ [redacted] may be available upon receipt of design product and completed application. City/Agency reviews project description and design proposal and determines if a grant for design assistance is appropriate.
4. If applicable, Applicant contracts with an architect and/or design professional for design assistance and a project cost estimate.
5. Applicant submits New Development Grant application packet to City/Agency staff for review and coordination. Please use these items as a checklist of required information:
 - ✓ A completed Scappoose New Development Grant Application.
 - ✓ A business license if you are a business owner
 - ✓ Evidence of ownership of property or written authorization from property owner.
 - ✓ Project budget estimate.
 - ✓ A detailed written description of the proposed project.
 - ✓ A statement on source of project funding that includes the required match, plus a 10% contingency. This could include a letter from bank or lender, account balance statement, or other as approved.
 - ✓ A depiction of the proposed improvements, i.e. a photo with marked revisions, or hand drawing.
 - ✓ A materials specifications board or detailed description of materials and colors.
 - ✓ A construction schedule.
 - ✓ Other required information as requested.
6. When a complete application package is received, City/Agency staff will have a minimum of 60 days to:
 - ✓ Review application for completeness.
 - ✓ Schedule and conduct a site visit for the New Development Grant Review Committee.
 - ✓ Conduct a New Development Grant Committee meeting to consider grant award.
7. Authorization and funding of a grant will be determined by conformance with city requirements and subject to the following conditions:
 - ✓ All projects must comply with City of Scappoose Municipal Code, Land Development Code, area plans and all other City, State and Federal regulations.
 - ✓ Land use and building permit approvals (if necessary).
 - ✓ For projects requiring building permits, drawings from a licensed architect.
 - ✓ Copy of City of Scappoose Business License (if applicable).
 - ✓ A certificate of insurance showing adequate coverage and naming the City/Agency as additional insured with respect to the work proposed.
 - ✓ Applicants signed acceptance of the Letter of Approval and Grant Agreement with City of Scappoose Urban Renewal Agency.
 - ✓ Applicant posting grant information sign – City/Agency to provide.
 - ✓ Copy of contracts between the business/property owner and contractor. All contractors are to be licensed, registered and bonded.

Grant Application Process Cont'd:

Grant Period:

Projects will have (time frame) from the date of grant approval to be completed. Applicants receiving funding through this program are not eligible to apply the following fiscal year. If a grant is awarded and the building is sold during the grant period, the grant award is not transferrable to the new owner.

General Conditions:

The following general conditions will apply to all projects:

- ✓ All applications are subject to available funding and shall be processed on a first come, first served basis.
- ✓ City/Agency staff may waive any requirement or condition on an application at its discretion.
- ✓ Improvements funded by the grant must be maintained in good order for a period of at least five (5) years.

Applications will be considered and awarded or denied by the New Development Grant Review Committee as determined by the City of Scappoose and Agency. The City/Agency reserves the right to withdraw any grant awards at any time or for any reason. Applicants shall be notified in writing.

Disbursement of Funds:

Downtown Scappoose New Development Grant funds will only be disbursed to property owners or businesses upon receipt of a contractor invoice(s) and satisfactory progress observed on the completed work. In-kind work performed by the applicant will not be eligible for reimbursement.

All work must be consistent with the approved grant application and the Agency must approve any changes in work scope or materials in advance of that work being performed.

Criteria for Nonperformance:

If a project is not complete (time frame) after grant award date, the applicant will only be reimbursed for expenses that have occurred up to that date.

Contact Us

Give us a call for more information about our Grant Program

City of Scappoose
33568 E Columbia Avenue
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Visit us on the web at www.ci.scappoose.or.us

New Development Grant Program Boundary

